New Fuel Tax Accounts with TAP Access

Welcome to the Washington State Department of Licensing Prorate and Fuel Tax Services Taxpayer Access Point (TAP). The account information contained in this document is completely fictitious and is intended for instructional purposes only.

Please disable the pop-up blocker settings on your computer to allow pop-ups from the TAP website. Depending on which browser has been set as the default, screen images may appear slightly different than those included in these instructions.

*These instructions are for new Fuel Tax customers (Supplier, Distributor, Blender, Aircraft Distributor, Terminal Operator, Fuel Carrier) who do not have an account and would like to apply in TAP. If you already have accounts but have never filed via TAP, contact the Fuel Tax staff.*

*Note: Fuel Carrier Registrations are only for persons or entities who haul, deliver, or transport fuel within Washington and interstate for others or via rail tank car. If you are only hauling your own fuel, you are not required to register as a Fuel Carrier.*

**New Fuel Tax Account**
The Fuel Tax Compliance Manual provides information to include definitions, tax return information, supporting document instructions, due dates to report and payment options.

**Documents/Information needed**

- Unified Business ID (UBI) number for Washington State
- Business type:
  - Corporation
  - General Partnership
  - Limited Liability Company
  - Limited Liability Partnership
  - Limited Partnership
  - Nonprofit Corporation
  - Sole Proprietorship

*Important: Your company registration type must match the business structure you registered with the Washington State Department of Revenue also Secretary of State Office if appropriate.*

- FEIN or SSN, depending on the type of account.
- Notarized Power of Attorney form. If registering for someone else, an electronic copy must be uploaded.
- For importing or exporting fuel attach whichever applies or both:
  - Copy of the license from other jurisdiction.
  - Declaration signed stating that the jurisdiction does not require a license if applicable.
- Bond required for Supplier, Distributor, Blender, and Aircraft Distributor.
- IRS Form 637 required for Supplier, Aircraft Distributor, Blender and Terminal Operator.
Instructions to apply for new Fuel Tax Accounts with TAP Access

To apply as a new customer and set up your online account, click the **Apply for a new account** button.
**Note:** For this example, a Business registering for a Fuel Tax Supplier account was selected. Additional or slightly different screens will appear if registering a government entity or different fuel types.

From **Registration Options**, select **Business** or **Government Entity** registering type that applies.

Click **Next**.

**Review** the **Information screen** (not shown here) before clicking **Next**.
If you are completing this request on your own behalf, select No, click Next and continue on Page 6.
If you are completing this request for someone else, select **Yes**, then enter:

- **Your Name**, 
- **Your Email**, and 
- **Your Phone Number**

A **Power of Attorney (POA)** must be added. Follow the steps below:

- Click **Add Attachment** hyperlink.
  
  - For Type, select “**Power of Attorney**” from the drop down menu.
  - Enter the **Description** of the document (example **POA**).
  - Click **Choose File**, locate document on your computer to upload and click **Open**.

Click **Save**.

Once the Power of Attorney document has been added, it will display under Attachments.

**Note:** If you attached a document in error, click **Remove and confirm**.

Click **Next**.
Note: Your company registration type must match the business structure you registered with the Washington State Department of Revenue, also Secretary of State Office if appropriate.

Select **Business** registration type that applies:

- Corporation
- General Partnership
- Limited Liability Company
- Limited Liability Partnership
- Limited Partnership
- Nonprofit Corporation
- Sole Proprietorship

**Note:** The system will populate the definition of the business type you selected.

Click **Next**.

**Government Entity** registration type that applies:

- County Agency
- Federal Agency
- Municipality
- State Agency

Click **Next**.
Note: Depending on the business structure type you selected, you will see slightly different fields displayed on your screen.

Enter the following:

- **Legal Name** (Entity Name or Trust Name)
  - First Name, MI, Last Name, DBA for Sole Proprietor
- **DBA** (Doing business as or Trade name, if applicable)
- **ID** (enter FEIN or TIN)
  - SSN (Sole Proprietor without FEIN)
- **UBI** (Unified Business Identification number for Washington State)

Click Next.
Enter your physical address information:

- Street
- Unit Type
- Unit #
- City
- State
- Zip
- County

Click **Verify Address** hyperlink.

**Note:** The **Verified** address hyperlink will compare the address you entered with the USPS database. If the address cannot be verified, but is close to a USPS address, you will have the option to select “As Entered” or “Verified”. It will notify you if the address could not be verified and ask if you want to use it anyway. Depending on your selection, the hyperlink changes to **Verified** or **Overridden**.

If your **mailing address** is different from your physical address, click **Yes**. Additional address fields will open for completion.

If your **records** are located at an address different than your physical address, click **Yes**. Additional address fields will open for completion.

Click **Next**.
Note: If applicable, more than one fuel type may be selected. For this example we selected a new Supplier Fuel Tax account for a corporation.

For **Account Selection**, select Yes for appropriate fuel type accounts.

**Note:** The system default is No. You must change it to Yes for the account type you are registering. If the default is not changed, you will not be prompted to provide the necessary information to set up a Fuel Tax account and your application may be rejected by the Fuel Tax staff.

Click **Next**.
For **Fuel Tax Information** enter the following:

Registration effective date, choose the **month** that applies (current month or following month).

Do you plan to **import** or **export fuel**, select **Yes** or **No** according to your business needs.

- If **Yes**, enter all jurisdictions and license numbers.

**Note:** *If the jurisdiction you listed does not require a license, a signed Statement of Explanation from the jurisdiction is required. For this circumstance: enter the Jurisdiction name, enter zeros for License number. When attaching letter, choose Other Jurisdiction Licenses for Type and attach statement.*

**Add Attachments** as applicable, one at a time.

- **Attach** licenses from each jurisdiction listed.
- **Attach** IRS Form 637 for Supplier, Blender, and Terminal Fuel Operator accounts.

**Note:** *Repeat until all attachments are added, changing the Type and Description as appropriate. To remove a file if necessary, click Remove and confirm.*

**Review** and click the **certify** box to continue.

Click **Next**.
Fill out the following information for an **owner**, **partner**, **officer**, or **director**:

**Applicant Employment History:**

- Officer or Owner Name
- Date of Birth
- Home telephone number
- Job Title
- Name of Supervisor
- Add/Edit Address Provide officer or owner home address

**Criminal History:**

- Yes or No

**Employment History** for the last ten years:

- From mm/dd/yyyy
- To mm/dd/yyyy
- Name of Company
- Job Title
- Supervisor First and Last name of supervisor
- Edit Address Address of employment

Click Next.
Enter the following for **Bond Information** depending on license type selected

**Bond Requirements:**

- **Monthly** Net Motor/Special Fuel Gallons (System will calculate minimum bond amount)
- **Monthly** Net Aircraft Gallons

**Bonds:**

- **Fuel Type** select from the drop down menu
- **Bond Company** name of bond company
- **Bond type** select from the drop down menu
- **Bond Number** listed on bond
- **Effective Date** bond coverage must start on or before account effective date
- **Bond Amount** enter to amount of your bond

**Add Attachment** as applicable.

- Bond Types **Certificate of Deposit**, or **Original Surety Tax** require a copy be attached.

Click **Next**.
Enter the following **Logon Information**:

- Create a **Username** for yourself
- Create a **Password** that is easy to remember and confirm **Password**
- Select a **Secret Question** from the drop down menu, then enter your **Secret Answer**

**Note:** Each person should have their own login with unique username and password. Your password and secret answer are not known to the Fuel Tax staff.

Enter the following **Contact Information**:

- **Name** of the contact person for business
- **Email** address for the contact person and **reenter** to **Confirm Email**
- **Contact Phone**

For **Authentication contact information**:

- Select **Email**, **Text**, or **Text/Email**, and enter required information. Authentication information will be used to receive your authentication code necessary each time when logging into TAP.

Click **Next**.

**Note:** The next screen, which is not shown, is the **Review Screen.** If changes are needed, return to the section by using the blue numbered tabs at the top of the screen or use the **Back button** located at the bottom of the screen.
Once you have verified the information is correct, click **Submit**.

![Submit confirmation dialog]

You are required to **enter** and **confirm** your **Email** address to complete your submission. The email address will be used to send the confirmation code and message for this specific TAP request.

Click **OK**.

![Taxpayer Access Point screen]

**Note:** Once your request is processed you will receive an email with a hyperlink to TAP to log in for the first time.

This concludes our instructions. Thank you.

If you need further assistance, contact the Fuel Tax staff 360-664-1852 email **FuelTax@dol.wa.gov**.